



Employment Qualifications: NC  
Effective Date: August 2025  
Revision Date: July 2025

Church Operations Policy Section: Part-Time  
Policy: Church Employment  
Employee Classification: Non-exempt

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**POSITION:     NURSERY COORDINATOR**

**Policy Statement:** It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God's kingdom through the church. This job description is intentionally goal oriented and presents general qualifications as well as specific goals for a successful and productive employment relationship with church staff, the congregation, and the local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord's wisdom and the guidance of the Holy Spirit for strength for his/her daily activities.
3. Realizes that his/her attitude, dedication, and performance will potentially be witnessed or heard about by countless persons, directly or indirectly, making it critically important that Christ's church be reflected in all he/she does.
4. Senses a purpose and call by the Lord to serve His church and can/will demonstrate personal gifts to ensure job success and productivity.
5. Is skilled in general aspects of church program development, and management related to his/her ministry position.
6. Is willing to accept responsibility and accountability for work goals and anticipated results, as outlined and updated by senior staff leadership.
7. Has the ability and willingness to lead in a teamwork environment and can be tolerant of other's suggestions and approaches.
8. Is prepared for and open to advanced technology capabilities including but not limited to Realm and Microsoft Office Software.
9. Is interested in and capable of dealing openly, effectively, tactfully, and patiently with church personnel, church members, and the public presenting a strongly positive image of the church.
10. Is prepared for multitasking and flexibility, surviving potentially stressful moments in stride, and for the request of intermittent irregularity in working schedule.



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**POSITION: NURSERY COORDINATOR**

Principal Function: Lead the efforts of First Presbyterian Church of Marietta (FPC) in their Children's Nursery Ministry.

**Skill Requirements:**

- Communicates clearly, concisely, and professionally with volunteers, church staff, and supervisor (oral and written communications).
- Demonstrates emotional intelligence and relational acumen. Treats all stakeholders (children, parents, volunteers, staff, church leadership) with kindness, respect, and tact.
- Experience with Microsoft Office software (Excel, Word, Outlook) and familiarity (or willingness to learn within 6 months) Constant Contact and basics of the Realm membership database.

**Outline of Responsibilities:**

Coordinates the Nursery Ministry and equips, recruits, and develops volunteer support. Supports the vision and guidance of church leadership.

Work Schedule: 5 hours a week: Sunday mornings, some special events, Fellowship & Outreach events, meetings, scheduling, training, and recruiting staff/volunteers

**General Duties**

1. Coordinates and leads an effective, nurturing, and safe Nursery Ministry program for all infants, preschoolers, children, and parents.
2. Recruits, trains, and equips paid and volunteer staff.
3. Works with the Associate Pastor of Fellowship and Outreach to obtain and distribute relevant church communications.
4. Creates and maintains the Nursery handbook.
5. Confirms staff and volunteer compliance with the FPC Child Protection Policy and trains them annually re: best practices outlined in the Nursery Handbook.
6. Collaborates with church staff to ensure smooth, ongoing operation of the nursery ministry and its programs (e.g., coordination of shared spaces). Attends regular staff meetings once a month, applicable training, and represents the nursery as requested.
7. Manages the Nursery Ministry budget and financial transactions within the guidelines set by the Finance Committee. Prepares, as needed, a budget for the Nursery Ministry to

complement the church's annual budgeting process, collaborating with the Associate Pastor of Fellowship and Outreach.

8. Is present at the check in desk during Sunday morning Sunday School hour and 11am worship, church ministry events, retreats, and all seasonal worship services as needed or requested.
9. Plans ahead in all things (as possible), importantly including scheduled personal time away from work, for rest, refreshment, and continuing education.
10. All other responsibilities as assigned.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Associate Pastor of Fellowship and Outreach
- Session oversight: Parent's Day Out/Nursery Committee Chair
- Part-time, non-exempt position with applicable benefits per the current FPC Employee Handbook

Compensation: \_\_\$XXXX.XX as base salary.

\*Additional church event scheduling outside of the current weekly schedule with a minimum of three (3) hours will be paid at the hourly rate of \$20.00.

Authorized: \_\_\_\_\_ Date: \_\_\_\_\_  
HR Committee Chair

\_\_\_\_\_  
Parent's Day Out/Nursery Committee Chair Date: \_\_\_\_\_

Verified: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Pastor of Fellowship & Outreach

\_\_\_\_\_  
Director of Administration Date: \_\_\_\_\_

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
Nursery Coordinator

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_